

**JOB DESCRIPTION  
MURFREESBORO POLICE DEPARTMENT  
POLICE MAJOR**

**1.     JOB TITLE:             POLICE MAJOR**

**2.     DEFINITION:**       The position of Police Major is a senior command level employee skilled in problem solving and personnel management who is responsible for the efficient and orderly operation of the assigned division. A Police Major supervises work performed in connection with the prevention, reporting, investigation, prosecution and analysis of crime. The duties of this job include the supervision and enforcement of all rules, regulations, general orders, and policies and procedures of the Police Department and the City. The Police Major is responsible for assisting in the maintenance of the records associated with an assigned division. The Police Major provides information, orally and in writing, to superiors and subordinates as requested or as needed. In the absence of higher ranking officials, the Police Major assumes command and control of police operations, including duties as a department spokesperson when required. The employee is responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.

**3.     EQUIPMENT/JOB LOCATION:**

- a.     The employee must be capable of safely operating all law enforcement and office equipment including police vehicles with all emergency equipment, mobile radios, hand-held radios, cassette recorder, still camera, in car video camera, copy machine, fax machine, telephone, computer and peripherals, audio visual equipment, and both lethal and non-lethal weapons such as pistols, rifles, shotguns, ASP baton, and OC pepper spray.
- b.     The job location is in the Murfreesboro Police Department. Work is generally performed in a smoke free environment. The work must be performed in all kinds of weather conditions and while exposed to dangerous conditions and situations.

**4.     ESSENTIAL FUNCTIONS OF THE JOB:**       In addition to performing all the duties and essential functions of a Certified Police Officer, Police Sergeant, Police Lieutenant and Police Captain, the Police Major:

- a.     Is responsible for planning, organizing, directing, staffing, and evaluating subordinate personnel in the assigned division.
- b.     Employs leadership by example as a motivational tool for all subordinates.

- c. Employs a visionary approach to planning for the future.
- d. Assists with the development of Departmental policies and procedures, including general orders.
- e. Assists with the budgetary process by submitting an annual budget request for an assigned division and managing annual expenditures for division operations as required.
- f. Anticipates problems and implements preventive measures and solutions.
- g. Empowers Section Leaders and Line Supervisors to empower subordinates.
- h. Builds constructive relationships with employees and supervisors.
- i. Works to maintain an acceptable level of employee morale.
- j. Inspects or causes to be inspected all police installations, equipment and employees within an assigned division on a regular basis.
- k. Tours the City on a regular basis to keep informed on problem areas in order to recommend or direct appropriate problem-solving action.
- l. Reports incidents and pursues the appropriate course of action.
- m. Initiates, reviews and approves disciplinary action on subordinates as needed.
- n. Supervises and advises subordinates about unusual or complex situations.
- o. Works various shifts as needed to supervise work performance and review activity of subordinates, with overtime and holiday work required.
- p. Makes effective work assignments.
- q. Communicates effectively with both the general public and subordinates.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Performs other duties and special projects as assigned

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** In addition to the required knowledge, skills and abilities of a Certified Police Officer, Police Sergeant, Police Lieutenant and Police Captain, the Police Major

- a. Has the ability to understand and accurately and appropriately enforce City ordinances, State, and Federal laws.
- b. Has the ability to understand and accurately and appropriately enforce Departmental rules and regulations.
- c. Possesses a high degree of awareness of the cultural diversity of the community.
- d. Has the ability to provide exceptionally effective supervision to subordinates in all aspects of police work.
- e. Must have at least ten (10) years of law enforcement experience and currently hold the rank of Murfreesboro Police Department Police Lieutenant or higher, or its equivalent.
- f. Has the ability to prevent and handle stressful or dangerous situations.
- g. Has the ability to perform the duties of the job for an entire workday.

- h. Possesses temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- i. Possesses excellent communication skills, both written and oral.
- j. Has the ability to research, develop, plan and implement Departmental programs at present and in the future.
- k. Has the ability to maintain constructive relations with other Departmental divisions, as well as other law enforcement and governmental agencies.
- l. Has the ability to serve and to appoint employees to interdepartmental and community committees.
- m. Has the ability to handle highly sensitive information and keep such information confidential in a lawful manner.
- n. Displays exemplary behavior, diligence to duty and outstanding job performance.
- o. Possesses a general knowledge of the functions of all divisions of the police operation.

**Exempt  
Safety Sensitive  
May 13, 2005**